Accessing Applicant Materials

In Faculty Search, all the applications to a given position appear listed on one page.

The list of applications for a position is often quite long. There are a number of useful features and organizational tools to help you sort and manage your work on the Applications List. See here for <u>more information on working with the</u> <u>Applicant List</u>.

To view the list of applicants for a position:

1. Select "Positions" from the left-hand navigation.

Home Your Packets	Positions
Faculty Search Positions	Q Search Positio
Administration Reports	Туре
Users & Groups	
eview, Promotion and Tenure	
Cases	Position *
Templates	Assistant Professor
Administration	Department of Critical S
Reports	Assistant Professor
Users & Groups	Department of Critical S
	Assistant Professor
	School of Architecture

2. Click the position title to open the list of applications for that position

Q Search Positions	Filter 🗸
NAME	STATUS
Associate Professor of Orthodontic Dentistry College of Dentistry	ACCEPTING APPLICATIONS
Associate Professor of Periodontics College of Dentistry	ACCEPTING APPLICATIONS
Associate Professor of Music and Composition	APPROVAL REQUIRED

3. You will see the list of applicants for your position listed in a table as shown below

Demo University > Positions > Assistant Professo	or of Landscape /	Architectu	ure	Position Actions 🗸
Unit Department of Architectural History	Status Accepting Applications change	Opens e Sep 1, 201	5	Closes Aug 16, 2018
APPLICANTS (1 of 1)				
Q Keyword Search	Filter 🛱			Saved Views 🗸 Columns 🗸
Applicant Name	Date Updated 🗢	Applicant Status	Tags	My Overall Rating 🗢
Sasha Brown	Jan 25, 2018	Hired	0	★★★☆ ☆
25 🗸				

To access applications, select one or more applicants in the list

- 1. Check the "Applicant Name" box at the top of the table to select all applicants in the list, or check the box next to the applicant(s) you want to review.
- 2. Click an applicant's name to view the profile of an individual applicant.
- 3. Selecting a name or names from the list opens a new set of buttons on the page.

Note: The buttons that appear after selecting an application are determined by your role in the program. If you are an evaluating committee member, you will likely see "Read" and "Tag" buttons. Committee Managers or Administrators may see additional buttons for assigning a status to an application, emailing applicants, etc.

[/						Read	Email	Status 🔻	Tag 👻	1
		APPLICANT NAME	DATE UPDATED 💠	APPLICANT STATUS	TAGS		1	MY OVE	RALL RATING	¢
		Michaela Amoo Ph.D Doctor of Philosophy, Howard University, Washington DC 20059 COMPLETE: PENDING LETTERS	Jan 9, 2017	Offer Pending		3		습 습	1 1 1 1 1	7
	۷	Jane Demo A.B.D All But Dissertation, Interfolio University INCOMPLETE	Jan 11, 2015	Shortlist	D			**	***	7

To read application materials:

1. Click "Read" to view selected applications in your browser using Interfolio's "Materials Viewer." See below for more information on using the viewer to read and annotate application materials.

Filter 🚋	Q Keyword Search Saved Views ✔ Columns ✔	
	Read Tag - :	

2. All selected applications will be loaded into the viewer for you to review one at a time.

Kat Applicant5						G Applica	nt Profile
≡		Q Comments	Tags	🖈 Ratings	🛓 Download	Search PDF	Search
Application Annotations							
	*						
200 pages doc CV		Word					
Abstract of "What is magic anyway?"		nora					
Conversion Check							

3. Users can use the "Search PDF" box to find specific text in an applicant's materials.

				G Applic	ant Profile
Q Comments	🗣 Tags	🖈 Ratings	🛓 Download	Search PDF	Search

- 4. All materials of the currently displayed application will appear bookmarked in the left-hand column of the viewer.
 - a. Click the name of a document to display it in the viewer.



5. Use the arrows at the top of the viewer to move between applications when multiple applicants are selected.

Joshua Snow	
4 of 4 Applicants	
Application Annotations	Campu Universi believe experie
Cover Letter	I am a s
J. Snow - C.V. Education	perform knowle Punk: J

- 6. Use the controls at the bottom of the viewer for navigation of the currently displayed application:
 - a. Toggle on or off the header bar of the viewer for distraction free viewing of materials.







Using Document Annotations

Annotations are private, personal notes about an application, and are only viewable by the committee member who added the note. See here for <u>more information on making annotations on application documents</u>.

1. Annotations are added and managed from the lower right corner of the viewer.

scelerisque est in lectus eleifend, venenatis elem isus eu, pharetra cursus ipsum. Mauris tristique nibh m elit pretium, sit amet blandit ipsum blandit. Aliqua el magna sed libero vestibulum feugiat hendrerit non atis, sollicitudin velit eu, facilisis nibh. Aliquam quis mi suscipit eget. Interdum et malesuada fames ac

2. Click the "note" icon to leave an annotation on the currently displayed document.



3. Click the "view" icon to toggle on or off the display of annotations.



- a. You can quickly view all of the annotations added to a document from the "Annotations" tab in the document viewer
- 4. Click the annotation in the list to find it in the application.



5. You can export and download annotations by clicking the export icon. Annotations are exported to a PDF file that you can save, download and print.

Bing Boland	
1 of 4 Applicants <>	1
Application Annotations	
Search Q	
Cover Letter Nov 7, 2016 at 2:35 PM Note that these shorter publications are standard in the field.	
Cover Letter Nov 7, 2016 at 2:41 PM Good amount of experience.	
CV Nov 7, 2016 at 2:33 PM Ask Jane for her thoughts on this.	
	XQQ

To download materials for one or more selected applications:

1. Select one or more applicants in the list

V	APPLICANT NAME	DATE UPDATED 🗢	APPLICANT STATUS
	Michaela Amoo Ph.D Doctor of Philosophy, Howard University, Washington DC 20059 COMPLETE: PENDING LETTERS	Jan 9, 2017	Offer Pending
۵	Jane Demo A.B.D All But Dissertation, Interfolio University INCOMPLETE	Jan 11, 2015	Shortlist

2. Click the "Additional Options" icon and select "Download."

Saved Vie	ws 🗸	Column	s 🗸	
	Read	Tag 👻	÷	
	MY OVE	RALL RATING	Dov	vnload

- 3. You will receive an email as a notification when your download is ready.
- 4. From the received letter, click to download your materials